

Republic of the Philippines
MGO KAWAYAN, BILIRAN
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the MGO KAWAYAN, BILIRAN in the CSC website:


TERESITA I. ATUEL

HRMO

Date: January 10, 2022

| No. | Position Title (Parenthetical Title, if applicable) | Plantilla Item No. | Salary/ Job/ Pay Grade | Monthly Salary | Qualification Standards | | | | | Place of Assignment |
|-----|--|------------------------|---------------------------------|-------------------|--|---------------|---|--|-------------------------------|--|
| | | | | | Education | Training | Experience | Eligibility | Competency (if applicable) | |
| 1 | Municipal Government Department Head I (Municipal Accountant) | MACCO-MGDH I (MAcc) | 24 | 60,719.00 | Bachelor's Degree in Commerce/Business Administration major in Accounting or BS Accounting/Accountancy | None required | 3 years experience in treasury and accounting service | RA 1080, as amended (CPA) | None | Mun. Accounting's Off., LGU Kawayan |
| 2 | Administrative Aide II (Bookbinder I) | SB-ADA2 (BB1) | 2 | 8,953.00 | Elementary School Graduate | None required | None required | None required (MC 10, s. 2013-CAT III) | None | Mun. Vice Mayor's Off., LGU Kawayan |
| 3 | Administrative Aide II (Messenger) | SB-ADA2 (M) | 2 | 8,953.00 | Elementary School Graduate | None required | None required | None required (MC 10, s. 2013-CAT III) | None | Mun. Vice Mayor's Off., LGU Kawayan |
| | x-x-x-x-x-x | | | | | | | | | |

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than January 25, 2022.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

RODOLFO J. ESPINA, SR.
Municipal Mayor
LGU Kawayan, Poblacion, Kawayan, Biliran
hrmokawayan@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.